



**Classification:** Criminalist II (CODIS)

**Title Code:** V00516

**Pay Range:** 24

**POSITION SUMMARY:** This is a responsible professional and technical position. Work includes performing complex and technical work in the collection and scientific analysis of biological samples for DNA profiling of offenders under Missouri statutes using current DNA techniques. The employee may assist in the training of other criminalists and laboratory technicians. Work is performed under general supervision of a superior who makes assignments and provides advice and assistance in complex work methods; however, the employee is expected to work with considerable independence within the framework of established procedures and policies.

**DESCRIPTION OF DUTIES PERFORMED:** (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Regularly performs DNA analysis on biological samples from offenders, interprets results with analytical software and enters DNA profiles into CODIS (Combined DNA Index System).

Collects and/or receives biological samples from offenders, evaluates them for acceptance, and enters them into a LIMS (Laboratory Information Management System).

Trains law enforcement and corrections employees on the proper methods of collection, preserving and documenting the collection of DNA samples.

Performs comprehensive reviews of arrests, prosecutor and court actions, and sentencing information to ensure the legality, completeness, and accuracy of offender DNA records.

Learns about the flow of cases through the criminal justice system with an understanding of the operation of local and state criminal justice agencies.

Assists with monitoring the offender databases for accuracy and completeness.

Assists with training new employees on laboratory practices and procedures.

Regularly works with a variety of potentially hazardous materials (e.g., HIV or hepatitis contaminated biological evidence).

Routinely testifies as an expert witness in a court of law while maintaining composure and objectivity under intense cross-examination.

Prepares evidence and exhibits; maintains report files; issues periodic and special reports.

Generates and receives requests to and from other law enforcement agencies, prosecutors, attorneys, etc., reference criminal evidence and crime laboratory procedures.

Educates prosecuting attorneys about complex scientific analysis and serves as a technical advisor during trial proceedings.

Reviews and assists in revising standard operating procedures, training, quality control, and safety manual, etc., within the chosen/related discipline.

Assists other criminalists and laboratory technicians.

Assists in the development and application of methods and/or techniques to upgrade unit's capability.

Participates in the proficiency testing program of the section.

Operates standard office equipment (i.e., personal computer, telephone, fax machine, copier, etc).

Operates laboratory robots, automation/robotic systems and instruments.

Utilizes software specific to Laboratory Information Management Systems, and quality assurance and sample tracking.

Participates in and successfully passes practical competency and/or written test(s) on new technologies prior to its use on casework.

Performs job-related travel as needed.

Performs other related duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge regarding the function and purpose of basic laboratory equipment.

Knowledge regarding general laboratory safety procedures, including Universal Precautions.

Knowledge of the procedures and methods used in DNA analysis.

Knowledge of the conditions of the Missouri Statute regarding DNA profiling of offenders.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to confer with supervisor and be guided in the decision-making process.

Ability to work with potentially hazardous materials as detailed in the description of duties.

Ability to generate and receive requests for information from a variety of individuals reference DNA analysis.

Ability to discuss graphic topics with competence, impartiality, and professionalism.

Knowledge of the compilation and preparation of evidence for presentation in court and the role of an expert witness in legal proceedings.

Ability to perform work in accordance with prescribed procedures, make accurate observations of test results, and prepare accurate records and reports.

Ability to gather, assemble, correlate, and analyze facts to be incorporated into a report of laboratory work and tests.

Ability to maintain composure while under cross-examination regarding personal and scientific qualifications and testify to laboratory findings in court.

Ability to work with highly sensitive information in a confidential and professional manner, and maintain the information as such.

Ability to distinguish colors necessary to perform laboratory tests.

Ability to examine forensic evidence and recognize and identify minute details.

Ability to stand for extended periods and lift moderate loads (30 pounds).

Ability to establish and maintain effective working relations with others.

Ability to properly use laboratory equipment, photography equipment, standard office equipment, and chemicals.

Ability to perform job-related travel (e.g., appearing in court, attending training meetings and seminars, etc.).

Ability to participate in and successfully pass practical and/or written competency test(s).

Ability to assist other criminalists and laboratory technicians in DNA analysis.

Ability to communicate professionally with criminal justice agencies in reference to offender sample collection, eligibility and DNA processing issues.

Ability to assist in developing methods and/or techniques to upgrade laboratory capabilities.

Ability to study and revise manuals.

Ability to work with material that may be biohazardous or of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:** (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution may be permitted in case of deficiencies in either experience or education.)

Possess a bachelor's degree (or equivalent) or an advanced degree from an accredited college or university in biology, chemistry, or a forensic science related field; coursework must include 20 semester hours in biology and successfully completed courses (graduate or undergraduate level) in biochemistry, genetics, molecular biology, and statistics.

Applicants with completed coursework with titles other than those listed shall provide supporting documentation (e.g., syllabus, letter from instructor) detailing the course content. Official transcripts and supporting documentation must be provided prior to start of employment. These courses must comply with the current FBI Quality Assurance Audit Document. A minimum acceptable grade of C or equivalent in the core biology courses is required.

AND

Possess two years of experience as a Criminalist I - CODIS, or comparable experience.

**NECESSARY SPECIAL REQUIREMENTS:**

Must provide a DNA sample to be used only for forensic identification as required at the time of appointment.

Must be able to pass a polygraph examination after conditional offer of employment.

Must submit to periodic random drug testing.

Must possess and/or obtain a valid Missouri Driver's License.

**FLSA STATUS:** Non-Exempt

**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.